

2019-11859

**From:** 66312-90674296@requests.muckrock.com  
**Sent:** Tuesday, December 18, 2018 8:23 PM  
**To:** FOIARequests, EOIR (EOIR)  
**Subject:** Freedom of Information Act Request: BIA Website Sub-Pages Links

Department of Justice, Executive Office for Immigration Review  
FOIA Office  
Suite 1903  
5107 Leesburg Pike  
Falls Church, VA 20530

December 18, 2018

To Whom It May Concern:

Pursuant to the Freedom of Information Act, I hereby request the following records:

On the BIA Website, under the link for "Clerks" a window comes up with the word "Office of the Clerk" at the top left. From that page, I'm requesting these records:

1. "Mission Statement":
2. "Clerk's Office Closures"
3. "Organizational Chart"
4. "Immigration Court Contacts"
5. "Teams By Cluster"
6. "Base City Assignments"
7. "Clerk's Office Telephone Directory"
8. "Protective Order - September 2010"
9. "Case Storage ROP Request Form"
10. "BIA Request for ROP Form FOIA"
11. "Federal Court Remands - August 2015"
12. "Abbreviations & Acronyms"
13. "BIA Case Flow Process Overview"
14. "Clerk's Office Glossary"
15. "Clerk's Office Quality Checklist"
16. "Color Tab Chart 2015"
17. "Accessing Reports in CASE"

On the BIA Website page for "Board Members" (which is also the link for "Bookshelf") I am requesting the records at the following links:

1. "Electronic En Banc"
2. "En Banc and Holds Report Arcive"
3. "En Banc Posting Checklist"
4. "En Banc User's Guide"
5. "Panel List"
6. "Attorney General Certification Chart"

7. "Attorney Discipline Chart"
8. "Recognition and Accreditation (R&A) Program"

On the BIA Website page for "Executive Office" (which is also the link "desk") I am requesting the records at the following links"

1. "BIA Hours Chart"
2. "BIA Organizational Chart"
3. "Executive Office Organizational Chart"
4. "Panel List"
5. "XO Administrative and Operational Services"
6. "CASE Account Creation Process"
7. "Delegation of Signature Authority"
8. "Personnel Actions Information"
9. "Award Nomination Form"

On the BIA Webpage for "BIA IT Office" (which also may be called "BIAITInformation"), I am requesting the records at the following links:

1. "FileTrail - to Scan Files?"
2. "FileTrail - to Assign Cases?"
3. "FileTrail - to Track Cases?"
4. "Cognos - EOIR Data Dictionary"

On the BIA Webpage for "BIA Forms" I am requesting the records at the following links:

1. "3 Board Member Referral Sheet"
2. "High Profile Case Cover Sheet"
3. "CO Screening Panel 4 Routing Sheet"
4. "Motions Referral Sheet"
5. "ROP Routing Slip"
6. "Mental Competency Routing Sheet"
7. "Board Wide Holds Routing Sheet"
8. "Attorney Case Processing"
9. "Merits Panel Circulation"

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires.

Sincerely,

Matthew Hoppock

Filed via MuckRock.com

E-mail (Preferred): 66312-90674296@requests.muckrock.com

Upload documents directly: [https://www.muckrock.com/accounts/agency\\_login/department-justice-executive-office-immigration-review-4122/bia-website-sub-pages-links-66312/?uuid-login=e30baeb3-8c86-4c4a-80ea-](https://www.muckrock.com/accounts/agency_login/department-justice-executive-office-immigration-review-4122/bia-website-sub-pages-links-66312/?uuid-login=e30baeb3-8c86-4c4a-80ea-)

731e5b995d7e&email=EOIR.FOIARequests%40usdoj.gov#agency-reply

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News  
DEPT MR 66312  
411A Highland Ave  
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.



U.S. Department of Justice

Executive Office for Immigration Review

*Office of the General Counsel*

5107 Leesburg Pike, Suite 1903  
Falls Church, Virginia 22041

December 21, 2018

Matthew Hoppock  
MuckRock News - DEPT MR 64606  
411 A Highland Ave  
Somerville, MA 02144 -2516

RE: Freedom of Information Act Request  
BIA Web Page

Dear Matthew Hoppock:

This response acknowledges receipt of your Freedom of Information Act (FOIA) request by the Executive Office for Immigration Review (EOIR). Your request has been assigned control number: 2019-11859.

If you have filed a fee waiver request, EOIR will address the fee waiver in a separate letter. Otherwise, your request constitutes an agreement to pay fees that may be chargeable up to \$25 without notice. Most requests do not require any fees; however, if the fees for processing the request are estimated to exceed \$25.00, EOIR will notify you before processing the request to determine whether you will commit to paying the fee or whether you wish to narrow the scope of your request to reduce the fee. Fees may be charged for searching records at the rate of \$4.75 (administrative)/\$10.00 (professional) per quarter hour, and for duplication of copies at the rate of \$.05 per copy. The first 100 copies and two hours of research time are not charged, and charges must exceed \$25.00 before we will charge a fee.

The FOIA requires an agency to respond within 20 working days after receipt of the request, and EOIR endeavors to meet this standard. The FOIA permits a ten-day extension of this time period, pursuant to 5 U.S.C. § 552(a)(6)(B), based on unusual circumstances. Your request involves "unusual circumstances," and EOIR is extending the time period to respond by an additional 10 working days because your request either requires the collection of records from field offices, or involves a search for numerous records that will necessitate a thorough and wide-ranging search at headquarters.

EOIR FOIA requests are placed in one of three tracks. Track one is for those requests that seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. The second track is for simple requests that do not involve voluminous records or lengthy consultations with other entities. Simple requests generally receive a response in about 28 business days. Track three is for complex requests that involve voluminous records and for which lengthy or numerous consultations are required, or those requests that may involve sensitive records. Complex requests generally receive a response in six months to one year. As a matter of default, your request has been placed in the second track for simple requests. If EOIR intends to place your request in track three for complex requests or if you have requested expedited processing, EOIR will contact you in a separate letter.

If you have any questions regarding unusual circumstances, you may contact the EOIR FOIA Service Center to discuss reformulation or an alternative time frame for the processing of your request with the analyst handling your request or the FOIA Public Liaison at the telephone number 703-605-1297 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

Crystal Souza

EOIR# 2019-11859